GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Protocol- Standardized Operational Procedure for extending Protocol/ Courtesies and Facilities to the different category of VVIPs visiting the State of Andhra Pradesh – Orders-Issued.

GENERAL ADMINISTRATION (POLL.A) DEPARTMENT

G.O.MS.No. 127 **Dated:10.09.2015.**
Read the following

1. Govt. Memo.No.293/Poll.A/A1/2015-1, dt:27.02.2015.
2. From the Director of Protocol Lr.No.293/A2/DOP/2015, dt:19.03.2015.
3. G.O.Ms.No.81, G.A.(GH) Department, dt.25.06.2015.

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ORDER:-

In the Government Memo first read above, a Committee was constituted by the Government of Andhra Pradesh, for recommending the Standardized Operational Procedure for extending Protocol/Courtesies to the different categories of VVIPs visiting the State of Andhra Pradesh.

2. In the letter 2nd read above, the Director Department of Protocol has submitted the report suggesting and recommending the Standardized Operational Procedure for extending Protocol/Courtesies to the dignitaries visiting the State of Andhra Pradesh.

3. The Committee has suggested and recommended the following:

1. To intimate the arrival and departure of the dignitary telephonically to all the designated officers.
2. Appointment of Escort Officers at the Airport.
3. Handsets to be provided to the Escort officers.
4. The Escort officer to receive, accompany and see-off the Dignitary.
5. Obtaining of Boarding Pass in advance and to receive and see-off the dignitary at the entrance of the Airport.
6. Appointment of Baggage assistants.
7. Permission to allow the vehicle of the VVIPs up to the tarmac of the Airport on arrival and departure duly obtaining the permission of BCAS by Director, Dept. of Protocol.
8. To provide uniforms to the drivers with the names.
9. To place magazines, spray bottles, towels, Dry fruits in a small box and a booklet on Andhra Pradesh in the vehicle.
10. Presentation of Small gifts to the visiting dignitary.
11. The Senior Officers of the State to be rendered protocol assistance on arrival and departure at the Airport duly assigning the duties to the Escort officers and baggage assistance to receive at the ramp/obtaining boarding pass in advance and facilitate the officer to be conducted to the Boarding pass area and to Immigration check. The arrival and departure of the senior officer to be intimated to the Superior Officer by the Escort Officer telephonically.

4. In the G.O.3rd read above orders were issued for creating eight (8) posts of Assistant Protocol Officers in the Department of Protocol for performing the duties of Escort Officers with a fixed remuneration of Rs.25,000/- (Rupees twenty five thousand only)) per month and to appoint them through outsourcing duly following the transparent competitive process to provide protocol services and liaison duties to the visiting dignitaries.

CONTD....P2

5. Government after careful examination of the Committees report hereby accept the suggestions and recommendations of the Committee as indicated in para-3 above and accordingly, hereby order Standardized Operational Procedure to be followed in the State of Andhra Pradesh for extending protocol/courtesies to the visiting VVIP's as annexed to the G.O.

6. Government hereby accord administrative sanction towards recurring expenditure for an amount of Rs. 4.55 Lakhs (Rupees Four Lakhs Fifty Five Thousand Only) to the Director, Department of Protocol for purchase of Gifts, Gift Bags, Carry Bags, Sweet Boxes, Dry Fruits, Books Magazines, Brochures, on Andhra Pradesh Uniform for Escort Officers, towels and Spray Bottles for the VVIPs visiting the State.

7. The expenditure sanctioned in para **6** above shall be debited to the Head of Account "2070-Other Administrative Services -115-Government Houses and Government Hostels –(05)- Director, Protocol -130-132".

8. The Director, Department of Protocol, Hyderabad shall take necessary action accordingly.

9. The A.O., Department of Protocol, Hyderabad is authorized to draw the amount sanctioned in para 6 above.

10. This orders issues with the concurrence of Finance Department vide their U.O. No. 15241/454/A1/EBS.I/15 dt:21.08.2015.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

I.Y.R. KRISHNA RAO,
CHIEF SECRETARY TO GOVERNMENT

To
The Director, Department of Protocol, Hyderabad.
The Accounts Officer, Director, Department of Protocol, Hyderabad.
The G.A. (Claims.C) Dept.,/G.A. (G.H.) Department
The Pay & Accounts Officer. A.P. Secretariat, Hyderabad.
The Pay and Accounts Officer, A.P.Tilak Road, Hyderabad.
The Finance (EBS.I) Department.
The P.S. to C.S.,/P.S. to Prl.Secy to C.M./ P.S. to Secy (Poll)
The P.A. to Spl.Secy to Govt. (Proto)
Sf/Sc.

// FORWARDED :: BY ORDER //

SECTION OFFICER (SC)